

*a*

AM-219-2-1

*m*

## ***Processing Repayment of Tuition Reimbursement***

### **RESPONSIBILITY**

- Personnel Officer/  
Agency Designated  
Representative

### **ACTION**

1. Notify employees that he is required to repay the City for tuition monies received and that the amount will be deducted from his final paycheck.
2. Obtain "AGENCY COPY" of TUITION AID REQUEST (28-1608-5005) from employee's personnel file.
3. Prepare a MEMO (28-1418-5007) of explanation and justification for the employee's repayment of tuition aid. Include in the MEMO the following information:
  - Employee's name.
  - Employee's Social Security number.
  - Agency name.
  - Payroll location number.
  - The amount of tuition aid the employee is required to repay is indicated in the Agency's "PROCESSING FOR PAYMENT" section of the TUITION AID REQUEST.
  - Dates of the employee's next 2 pay days.
4. Make a photocopy of TUITION AID REQUEST and MEMO. Attach copy of MEMO to original of request and file in employee's personnel file.

*a*

AM-219-2-1

*m*

***Processing Repayment  
of Tuition Reimbursement***

**RESPONSIBILITY**

**ACTION**

Disbursement Division

5. Attach the copy of TUITION AID REQUEST to original of the MEMO As proof that repayment is required. Submit MEMO and attachments to the Disbursements Division.
6. Upon receipt of documents from the agency, deduct from the employee's final paycheck the amount of tuition aid indicated in the MEMO, unless other arrangements have been made by the employee.
7. Forward employee's final paycheck to immediate supervisor for subsequent transmittal to employee.